

**BALTIMORE COUNTY, MARYLAND  
PURCHASING DIVISION  
400 WASHINGTON AVENUE, ROOM 148  
TOWSON, MARYLAND 21204-4665**



**REQUEST FOR PROPOSAL NO. P-10000080  
SOFTWARE, ELECTRONIC FILING SYSTEM**

**REVISED Due Date: 11/16/23, Time: 2:30 PM**

**REVISED Pre-Proposal: Date: 11/2/23, Time: 10:00 AM**

**AMENDMENT NO. 2  
DATED 11/3/23**

**[bid@baltimorecountymd.gov](mailto:bid@baltimorecountymd.gov)**

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**PLEASE SIGN BELOW ACKNOWLEDGING RECEIPT OF THIS  
ADDENDUM AND RETURN WITH YOUR BID.**

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Company Name

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Signature

**BALTIMORE COUNTY, MARYLAND  
REQUEST FOR INFORMATION NO. P-10000080  
ELECTRONIC FILING SYSTEM**

**AMENDMENT NO. 2**

The following information is offered as the result of discussions at the Pre-Proposal Conference, held on November 2, 2023, and correspondence received through November 2, 2023.

1. Amend to add P-10000080 Price Sheet
2. Amend to replace Attachment G OIT Worksheet Questionnaire PDF document with Attachment G OIT Worksheet Questionnaire Microsoft Word document
3. **Question:** What is the approximate annual case volume for the Board of Appeals?  
**Answer:** We average 60 new cases per year.
4. **Question:** What is the anticipated number of documents to be submitted through the Electronic Filing System annually?  
**Answer:** We anticipate about 5,000 documents per year of varying size.
5. **Question:** Is the Agency looking for a solution on the cloud or on-premises?  
**Answer:** The County is looking for an Offeror's best solution to meet the County's requirements. The County would prefer a SaaS solution however, if an Offeror's main customer base is using an on-premise solution, please submit that information. If an Offeror's main customer base is using a cloud hosted solution, please submit that information. The County does not wish to be the first or the only client using a solution if an Offeror's main customer base is using a different type of solution.
6. **Question:** How many concurrent users/licenses is the Agency expecting to have?  
**Answer:** We would need 9 for our agency use. Possibly a 10<sup>th</sup> for a "public kiosk" use.
7. **Question:** Is the Agency expecting to have users outside of the installations accessing the software?  
**Answer:** The County's preference is that outside users would not need to install the software. Similar to the Maryland Electronic Courts (MDEC) program, users have to register in order to file, but the software is web based.
8. **Question:** Considering the responses on these queries we would have to work on some sections of our proposal so can the Agency provide a 10 days extension in the submission due date?  
**Answer:** At this time, there are no plans to extend the proposal due date.
9. All other terms and conditions remain the same.